



NSPS Newsletter

AF National Security Personnel System Office
15 May 2006

Volume 3, Number 4

NSPS Conversion

Successful 30 April 2006 Conversion for Spiral 1.1

On 30 April, approximately 3,100 Air Force employees became trailblazers to the future when they converted from the General Schedule (GS) personnel system to the National Security Personnel System (NSPS).

Their conversion marks the beginning of the landmark transformation of Department of Defense's (DoD) human resources from a legacy civilian personnel system, with its rigid structure and heavy reliance on seniority, to a pay-for performance system that gives each employee the opportunity to be rewarded for excellence.

No employee lost money when moving into the new system; in fact, due to the within-grade increase (WGI) buy-in, many employees actually gained a one-time pay increase. This prorated WGI is based on the length of time (in calendar days) accumulated toward the next WGI and is added to employees' base salary.

The performance appraisal cycle for Spiral 1.1 employees began 30 April and ends 31 October; employees will receive their first performance pay increases in January 2007. In addition, employees performing above an unacceptable level will receive the general pay increase (GPI) and the locality pay increase received by GS employees in January 2007.

Air Force employees in Spiral 1.1 will provide valuable feedback on the implementation NSPS. While no problems are anticipated, the NSPS staff will be watching to identify any issues that arise during the transition period.

"We will be monitoring how these 1.1 activities do and continue to keep the lines of communication open with the senior leadership and employees so that we can get early indicators if there's any difficulties, so we can look at it and determine if it's a training need or if it is a systemic thing that needs to be tweaked," said Mary Lacey, NSPS program executive officer.

Additional employees will deploy to the new system in Spiral 1.2, scheduled for October 2006 and in Spiral 1.3, scheduled for January 2007.

Implementing Issuances Signed

Deputy Defense Secretary Gordon England signed a memorandum to implement the NSPS during a ceremony on 28 April 2006.

"Today is a milestone event," Secretary England said during the Pentagon ceremony. "After two and a half years of very hard work, the Department of Defense is initiating the human resources phase of the National Security Personnel System."

The memorandum establishes the NSPS Implementing Issuances, or Subchapters, for the Human Resources elements of NSPS. These documents provide the details for carrying out certain provisions of the NSPS regulations.

The issuances have been posted on the NSPS website and may be viewed at <http://www.cpms.osd.mil/nsps/>.



Featured in the photo above: Mr. Brad Bunn, Deputy Program Executive Officer, NSPS; Ms. Shirley Scott, NSPS Director of Human Resources; the Honorable Michael L. Dominguez, Assistant Secretary of the Air Force for Manpower and Reserve Affairs; the Honorable William A. Navas, Jr., Assistant Secretary of the Navy for Manpower and Reserve Affairs; Mrs. Mary E. Lacey, Program Executive Officer, NSPS; Mr. Mark E. Doboga, Deputy Associate Director, Center for Talent and Capacity Policy, Office of Personnel Management; the Honorable David S. C. Chu, Under Secretary of Defense for Personnel and Readiness; Rear Admiral Donna L. Crisp, Director of Manpower and Personnel, Joint Staff; Dr. James A. Tegnalia, Director, Defense Threat Reduction Agency; and Ms. Jan Thompson, WHS Director of Human Resources Directorate.

Looking for NSPS position vacancies?

Employees will **not** receive notification of NSPS position vacancies through the Civilian Announcement Notification System (CANS) or the Interactive Voice Response System (IVRS).

CANS/IVRS are the automated employee tools Air Force employees use to query and apply for vacancy announcements. While our technical staff is working with vendors to update these tools to accommodate NSPS positions, the upgraded software is not yet available. Employees interested in NSPS positions should visit the Air Force employment sites and search for specific vacancies.

To search for NSPS vacancies through CANS, please refer to the Air Force Job Search website at

http://ww2.afpc.randolph.af.mil/resweb/search_by_state_nlo.asp. Search by State, Region or Country to provide the best Job Search Results. All available vacancy announcements (including NSPS, Lab Demo and Acquisition Demo) will be listed.



Note that searching by Pay Plan, Title, Series, Occupational Group or Grade/level might not provide all available jobs since some elements unique to NSPS, such as Titles, Occupational Codes (Series), Pay Schedules and Pay Bands, will not be available until the software is updated.

IVRS has limited search capability in locating job vacancies and does not currently provide information on NSPS positions. For information on these positions or to self-nominate for NSPS covered positions, please access the Air Force Job Search website at <http://ask.afpc.randolph.af.mil/>. Under the Quick Links menu at the bottom of the page, choose Job Search under the Civilian list.

Pay Tables Posted

Deputy Secretary of Defense Gordon R. England approved the NSPS pay tables on 28 April 2006. These documents may be found on the Department of Defense Civilian Personnel Management Service, Wage and Salary Division, [web page](http://www.cpms.osd.mil/wage/wage.html) [<http://www.cpms.osd.mil/wage/wage.html>].

The pay tables, which currently cover approximately 11,000 employees DoD-wide (approximately 3100 in Air Force) feature four separate career groups—standard, medical, investigative and protective services, and scientific and engineering.

The standard career group will include the majority of employees. It consists of four pay bands, *roughly* based on the General Schedule pay tables; for example, standard career group Payband 1 currently has a rate range of \$25,195 to \$60,049 (not including local market supplement), which is the equivalent to a GS-05 Step 1 through GS-11 Step 10.

My Biz

Patricia S. Bradshaw, Deputy Under Secretary, Civilian Personnel Policy, has announced the latest innovation in the Defense Civilian Personnel Data System: *My Biz*, a new feature that provides self-service access to personnel information for employees.

My Biz is a web-based module that grants employees access to information found in their official personnel records. It allows employees to view personnel information at any time from the employee's workstation, update specific personal information, and provide information on the performance plan (coming feature for NSPS employees). With *My Biz*, employees may view current and historical information about their appointment, position, salary, benefits, awards and bonuses, and performance.

My Biz allows employees to update certain personal information, such as phone number and email address. Employees may also verify or update disability code, race and national origin, and foreign language proficiency.

My Biz will be available to all Air Force employees over the coming months. Employees should check with their servicing personnel offices as to availability of the program, to ensure an account has been established or to learn more about this new program.



NSPS Fact Sheets

The NSPS Program Executive Office has prepared a Conversion Fact Sheet, which provides general information concerning conversion to NSPS, the WGI "buy-in" and the effect of conversion on career conditional and probationary employees. The Conversion Fact Sheet is found on the [NSPS website](http://www.cpms.osd.mil/nsps/pdf/ConversionFactSheet.pdf).
[<http://www.cpms.osd.mil/nsps/pdf/ConversionFactSheet.pdf>]

What's Next?

With our first employees already in NSPS, the NSPS Program Management Office is looking ahead to a busy summer. Staff members will be reviewing the conversion of Spiral 1.1 employees to identify what went right and what may need to be tweaked before the next spiral conversion.

While AF is currently finalizing the list of Spiral 1.2 and 1.3 bases, employees from these bases are already being scheduled for NSPS train-the-trainer sessions in Columbus, Ohio. Over a two-month period (May and June), more than 100 Air Force employees will be given instructions in NSPS; these employees will return to their bases to provide on-site training to the base population prior to deployment.

Information technology will take center stage as the Air Force employment tools are modified to accommodate NSPS-unique language; target date for completion of this workload is August.

Finally, Air Force will be working with the bases and employees deploying in Spirals 1.2 and 1.3 to ensure a smooth and successful conversion.

NSPS Spread the Word Conference



Ms Sharon Seymour, Associate Director for NSPS, hosted a one day conference on 3 May 2006 for key general officers and senior civilian leaders to 'Spread the Word' about NSPS.

Conference speakers, which included Mr. Michael Dominguez, Assistant Secretary of the Air Force for Manpower and Reserve Affairs, Ms. Mary Lacey, NSPS Program Executive Officer, Mr. Roger Blanchard, Assistant Deputy Chief of Staff, Manpower and Personnel, and Lieutenant General Terry Gabreski, Vice Commander, Air Force Materiel Command, addressed need-to-know information about NSPS.

Attendees heard that NSPS is a foundational pillar of Air Force transformation and has considerable impact outside the traditional personnel arena. Of key importance was a discussion on the impact of NSPS on Strategic Plans, alignment of work objectives and the importance of line of sight in the performance management process. Issues relating to pay pools, pay setting, and financial responsibilities were also discussed.

These leaders returned to their home stations with the responsibility for championing NSPS in their commands.



“This is a critical time for America. The current security context is much more varied and more uncertain than at any time in the past. Today, the Department of Defense needs the right people in the right places and working in the right way to meet these challenges. As our military forces are reoriented to better address the changing landscape, the civilian workforce, too, needs to become more agile, adaptable and fully integrated in the efforts of our military forces.”

Gordon R. England, Deputy Defense Secretary

AF Web Site

The Air Force NSPS website is available to the public on AF Link.

The address is <http://www.af.mil/library/nsps-af/index.asp>.

Back Issues

To view previous editions of the NSPS Newsletter, visit the [AF NSPS website](#).

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You can sign up for future editions of the U.S. Air Force NSPS Newsletter by sending a blank email to join-afdppn@mercury.afnews.af.mil and put “join-afdppn” in the subject line. A link is also on the Air Force NSPS website.
